

RECREATION PROGRAMMER II (733-15)

SALARY: \$40,809.60 - \$56,243.20 annually, plus liberal fringe benefits
Management Category V (See attached list.)

THE POSITION

This is professional work of average difficulty in organizing, promoting, conducting, and supervising recreational programs and facilities.

Employees in this class are responsible for the conduct of a specific recreation activity or several closely related activities at a single facility or at a variety of facilities and localities. Employees may direct and supervise the work of subordinates and volunteers who may be assigned to assist in the instructional phase of a special activity. Direction concerning departmental policy and the allocation of monies for programming operations are received from a superior; however, an employee in this class must exercise considerable independent judgment in initiating and carrying out assignments.

NOTE: The duties of this position will include all of those duties set forth in the official job description.

THE REQUIREMENTS

1. Have graduated from an accredited four year college or university with a Bachelor's degree in recreation, physical education, or a closely related field.
2. Possess at least two (2) years paid, full-time work experience in planning, organizing, promoting and supervising a wide variety of recreational program activities. Additional qualifying work experience may be substituted on a year-for-year basis for the required college.
3. Possess or be able to obtain a valid State of Florida driver's license.

THE EXAMINATION

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

NOTE: If the position warrants, candidates may be required to successfully pass a polygraph examination prior to employment.

NOTE: **ALL APPLICANTS MUST COMPLETE A STANDARD EMPLOYMENT APPLICATION AND SUPPLEMENTAL QUESTIONNAIRE.**

HOW TO APPLY

Official City of Fort Lauderdale applications will be accepted and received at the Human Resources Division, City Hall, 100 North Andrews Avenue – 3rd Floor, Fort Lauderdale, Florida, **open continuously until sufficient applications have been received.**

PLM:05/10/04:Ann#40-733-15
Medical Group III

RECREATION PROGRAMMER II

**CITY OF FORT LAUDERDALE
RECREATION PROGRAMMER II
APPLICATION SUPPLEMENT**

This application supplement is an integral part of the application process and must be completed together with the formal application in order to be considered as an applicant.

On a separate sheet of paper, answer each question completely and concisely with specific examples from your work experience.

1. Describe your experience in recent programming (during the past five years). List specific programs and describe your responsibilities with each.

Recreation Program

Age Group

Your Responsibilities

2. Describe in detail two (2) specific programs that have been successfully implemented due to your own initiation. Include the age group served and your role in the programs.
3. Describe in detail any large scale activities, leagues, or events for which you have been responsible. Explain your role and the number of participants served.
4. During your career, what age groups have you provided with recreation programs? List all age groups, approximate number of participants, at which employer you had the experience, and how long you were employed there.
5. Describe your experience with facility management. Include your specific responsibilities and the type of facility.
6. Describe any positions that you have had that required staff supervision (this includes full-time, part-time, and instructors; include the job titles of those supervised).

Your Position Title

Employer

No. of People

**Job Title(s)
You Supervised**

7. What would you say is your strongest area of expertise?
8. Describe the successful techniques that you have used to instruct and motivate staff.
9. Detail any computer experience you have had, any software programs you have used and any materials that you have produced for program marketing.
10. List and describe your current professional affiliations. What classes or courses have you taken in the past two years in order to keep in touch with trends of the Recreation profession?

Professional Affiliations and numbers of years affiliated:

Classes/Courses

Where taken?

Date

11. Provide any additional information that you feel would uniquely qualify you for this position.

My signature affirms that all information contained in this supplemental questionnaire is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

Signature

Social Security Number